



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: January 5, 2017

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement January 6, 2017 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Friday, January 20, 2017**. Applicants will not be accepted after that time and date.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Jennifer Sunderland or Denise Hamilton at 217/782-5594.

TM V

Chief Safety Regulations Manager
Office of Intermodal Project Implementation
Chicago

Attachments
41325

Technical Applications (PM 1080 rev 9/19/16) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by Friday, January 20, 2017, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification:	Technical Manager V	Salary:	\$6,020 - \$8,115*
Position Title:	Chief Safety Regulations Manager	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW415-23-80-008-00-02	IPR#:	41325

Office/Central Bureau/District/Work Address:

Office of Intermodal Project Implementation, 69 West Washington, Ste 2100, Chicago, IL

Description Of Duties:

This position is accountable for the review, analysis, interpretation, and application of state and federal Rail Safety policy and procedures; and development of safety standards and management plans to oversee the rail fixed guideway public transportation agencies in the state of Illinois.

Special Qualifications:

Required:

- FTA Transit Safety and Security Program certification at the time of hire, or ability to obtain certification within a 12-month period, with ability to complete future required training to maintain FTA certification for the SSO program in Illinois
- Frequent statewide travel and occasional out-of-state travel
- Valid driver's license

Desired:

- Knowledge, skill and mental development equivalent to completion of four years of college preferably with courses in public administration, government policy or government law
- Seven years experience in legal interpretation or regulatory matters
- Knowledge of federal regulations related to the National Public Transportation Safety Plan
- Excellent oral and written communication skills
- Detail-oriented with strong organizational skills
- Ability to visualize, articulate and solve complex problems
- Trained in Safety Management Systems for transit; rail nomenclature, and right of way safety

Shift/Remarks:

8:00 am - 4:30 pm / Monday - Friday

THIS POSITION IS COVERED UNDER THE REVOLVING DOOR PROHIBITION (RDP) POLICY.

*Individual salary offers are computed based on an applicant's current position and experience level in comparison to the posted title as well as internal equity of staff in the organizational unit.

ILLINOIS DEPARTMENT OF TRANSPORTATION POSITION DESCRIPTION

DATE:	9/7/2016	POSITION:	Chief Safety Regulations Manager
APPROVED BY:	James Hickey	OFFICE/DIVISION:	Intermodal Project Implementation
CODE:	PW415-23-80-008-00-02	REPORTS TO:	Safety Oversight Program Section Manager

Position Purpose

This position is accountable for the review and analysis of State and Federal Rail Safety policy and procedures and the development of safety standards and management plans for the rail transit agencies in the state of Illinois.

Dimensions

Program Budget	\$2 Million Annually
FTA Quarterly Reports	4 Annually
FTA Annual Reports	1 Annually
Triennial Reviews	1 Every 3 Years
Safety Audits	6 Annually
Safety Investigations	6 Annually

Nature and Scope

This position reports to the Safety Oversight Program Section Manager as does the Chief Rail Transit Safety Oversight Manager and the Program Regulatory Analyst. There are no subordinates reporting to this position.

The Office of Intermodal Project Implementation is responsible for acting as the State Safety Oversight Agency (SSOA) for Illinois. The State Safety Oversight (SSO) Section of the Office is responsible for monitoring and coordinating the rail safety programs with the FTA, Regional Transportation Authority (RTA), St. Clair County Transit District (SCCTD), Bi-State Development Corporation and the Missouri Department of Transportation (MoDOT) to ensure all FTA mandated SSO program policies, procedures and standards are in place to obtain and maintain FTA Certification.

The greatest challenges for the incumbent will include completing critical milestones and ensuring close coordination among the IL-SSOA, FTA, Regional Transportation Authority (RTA), the St. Clair County Transit District (SCCTD), Bi-State Development Corporation, and the Missouri Department of Transportation (MoDOT) to ensure that rail safety procedures are compliant with state and federal regulations and to communicate modifications to all partners clearly and effectively. The incumbent will need to remain current in all FTA certifications and maintain current knowledge of Federal regulations associated with rail safety oversight.

The incumbent will be assisting with the coordination of the certification process and all SSOA responsibilities required by MAP-21. This position will be responsible for the review, analysis and interpretation of existing rail safety procedures to ensure compliance with all state and federal regulations. He/she is also responsible for the development and modifications of the Department's System Safety Program Standard. He/she will also be responsible for the program budget, including the management of Federal grants and review and approval of invoices from consultants and oversight partner agencies to ensure accuracy of documentation, eligibility of costs and compliance with contract terms and budgets. The incumbent will be responsible for meeting all reporting requirements with the FTA. The incumbent will coordinate with the Department's Office of Legislation Affairs to develop and promote legislation, directives, administrative and executive orders and any other governmental actions required for program development and Department compliance.

The incumbent must follow state policies and procedures relating to public transportation programs but has flexibility in setting priorities for accomplishing daily activities. In instances where new policy or precedent could be set by the incumbent's action, consultation with and approval from the immediate supervisor is required. The duties of this position may require research for changing policies or procedures and require coordination with other offices within and agencies outside the Department.

Internal contacts include the office staff as well as staff of the Offices of Planning and Programming, Chief Counsel, Finance and Administration, and Legislation Affairs. External contacts may include representatives from the FTA, NTSB, RTA, Chicago Transit Authority (CTA), SCCTD, Missouri Department of Transportation (MoDOT), the City of Chicago and outside consultants. This position may be required to travel frequently to accomplish statewide responsibilities, as well as occasional out-of-state travel for MetroLink oversight responsibilities, training and coordination with external contacts, as well as local and national organizations.

The effectiveness of this position will be measured by the ability of the incumbent to provide effective and efficient management of State Rail Safety regulations and procedures to ensure Department and transit agency compliance with federal mandates for rail safety oversight.

Principal Accountabilities

1. Analyzes and interprets Federal regulations related to rail transit safety.
2. Develops Standard Operating Procedures to detail safety oversight requirements and describe oversight procedures in practice.
3. Ensures processes detailed in the standards are sufficient to comply with Federal rules and effectuates modifications as necessary.
4. Reviews and approves invoices from consultants and oversight partner agencies to ensure compliance with all Department and federal requirements and budget constraints.
5. Manages the program's funding through Federal grant administration channels.
6. Prepares special reports as requested.
7. Coordinates with the Department's Office of Legislative Affairs to develop and promote legislation, directives, administrative and executive orders, as well as other governmental actions required for program development and Department compliance.
8. Performs other tasks as necessary or as directed.
9. Performs duties in compliance with department safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.